

Hines Accountancy Ltd Privacy Policy

Our contact details

Name: Tim Hines

Address: Advantage Business Centre, 132-134 Great Ancoats Street, Manchester, M4 6DE

Phone Number: 07733110360

E-mail: info@hinesaccountancy.co.uk

The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)
- Relevant financial information for clients

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- Provided in the course of business by our clients
- Provided through our internet contact form or social media

We use the information that you have given us in order to complete our ongoing client engagements and to make contact with prospective clients and interested parties to discuss and promote our services.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

- (a) Your consent. You are able to remove your consent at any time. You can do this by contacting us using the details at the top of this document.
- (b) We have a contractual obligation.
- (c) We have a legal obligation.

How we store your personal information

Your information is securely stored digitally on third party servers.

We keep contact information on prospective clients for three years. We will then dispose your information by removing the entries from the database.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us using the details at the top of this document if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us using the contact details at the top of this document.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>